

# JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

- ☐ Permanent Full-time      ☐ Permanent Intermittent      ☐ Limited-term (Temporary) Length \_\_\_\_\_      ☐ Formal Training and Development Assignment
- ☒ Student Assistant      ☐ Seasonal Clerk

Position Title: Student Assistant/General Tax  
Location: Franchise Tax Board/San Diego Field Office  
Salary Range: \$7.86 Hr. - \$10.47 Hr.

Classification: Student Assistant  
Section/Unit: Personal Income Tax Audit Group Unit 359  
Number of Vacancies: 2

## Job Description: (includes typical duties)

The Franchise Tax Board is looking for students enrolled as accounting majors, who are interested in an opportunity to gain practical experience in the area of audit and taxation. You will work independently under the supervision of an experienced auditor who will give you positive and constructive feedback on your development. You will gain hands on experience in: accessing the latest computer technology; learning how to perform computer based tax research; assisting auditors with field work; which may include corresponding with various individuals to complete the assigned cases; and performing background searches using various public records and the Internet.

## Required Knowledge, Skills, and Abilities:

### Minimum Requirements:

- Are a declared Accounting major;
- Have completed six or more units of college level accounting courses;
- Student must be a full-time student (12 or more units) graduating in the spring/summer of 2008 or later;
- Are able to work a minimum of 16 hours a week (hours may be structured around your school schedule).

## Desirable Experience/Qualifications:

- Strong written and verbal communication skills. Duties that fall into this category include preparing correspondence and reports, and conducting telephone interviews for the purpose of gathering pertinent information.
- Effective interpersonal skills. Demonstrated by the ability to develop relevant document requests for information, and ability to work well in a high-energy, fast-paced, dynamic team environment.
- Strong analytical and problem solving skills. Possess ability to analyze data, identifying patterns or relationships, and be creative, inquisitive and innovative.
- Good time management skills. Ability to effectively manage and prioritize multiple tasks.

Mail or hand deliver your application by: October 6, 2006

Contact Person: Jahna R. Alvarado (Jahna\_Alvarado@ftb.ca.gov) Telephone Number: (619) 688-2590

Address/Room Number: Franchise Tax Board, Attn: Jahna R. Alvarado; 7575 Metropolitan Rd Ste 201 San Diego CA 92108

Special Instructions: FTB employees, please hand deliver or route to Jahna Alvarado at M/S L-19.

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.